

## **Policy on Logging of Trainee Work Hours**

### **Purpose:**

This policy outlines the requirements and procedures for logging work hours for all trainees (residents/fellows) within the West Virginia University Graduate Medical Education (WVU GME) programs. Compliance with this policy ensures adherence to the Accreditation Council for Graduate Medical Education (ACGME) core program requirements regarding work hour limitations and monitoring.

### **Scope:**

This policy applies to all trainees enrolled in WVU School of Medicine GME programs.

### **Responsibility for Work Hour Monitoring:**

It is the responsibility of the program and the program director to monitor trainee work hours in accordance with the ACGME core program requirements. The GME office will be providing monthly oversight of all work hours and corresponding with programs if a violation has occurred.

### **Maximum Hours of Clinical and Educational Work per Week:**

Trainees' clinical and educational work hours must not exceed 80 hours per week, averaged over a four-week period. This includes all in-house clinical and educational activities, clinical work performed from home, and any moonlighting activities.

### **Mandatory Time Free of Clinical Work and Education:**

- a) Trainees should have a minimum of eight hours off between scheduled clinical work and education periods.
- b) After completing 24 hours of in-house call, trainees must have at least 14 hours free of clinical work and education.
- c) Trainees must be scheduled for a minimum of one day in seven free of clinical work and required education, averaged over four weeks. At-home call cannot be assigned on these free days.

### **Maximum Clinical Work and Education Period Length:**

Clinical and educational work periods for trainees must not exceed 24 hours of continuous scheduled clinical assignments.

#### **Office of Graduate Medical Education**

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**Logging Work Hours:**

Trainees should be logging work hours daily in the E\*value system. Periodic reminders will be generated through the E\*value system to the trainee, the program manager and program director.

**Consequences of Failure to Log Work Hours:**

Failure to log work hours within 13 days will result in mandatory meal card suspension on day 14.

**Meal Card Reactivation Process: (after suspension)**

To support responsible resource management, the following process has been implemented regarding trainee meal card reactivation.

- Suspended meal cards will only be reactivated once per week on Thursdays.
- In order for a trainee's meal card to be reactivated, all work hours must be logged, and the program manager must confirm completion and submit a reactivation request via email to Amanda Scott in the GME office by Wednesday at 4pm.
- Requests received after the Wednesday 4:00pm deadline will be processed the following week on Thursday.

**Repercussions of Chronic Meal Card Suspension:**

Trainees who fail to log work hours and have their meal card suspended on *three* separate occasions with an academic year, will have their meal card access suspended for the remainder of the semester in which they occurred. This policy is in place to reinforce timely and accurate work hour reporting, which is essential for program compliance.

**Compliance:**

All trainees and program personnel are required to comply with this policy. Non-compliance may result in disciplinary action as outlined in the WVU GME policies and procedures.

**Review and Revision:**

This policy shall be reviewed periodically by the GME office and the DIO to ensure its effectiveness and compliance with regulatory standards. Any necessary revisions shall be made in accordance with established procedures.

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**Effective Date:**

This policy shall be effective immediately upon approval and shall remain in effect until revised or rescinded by appropriate authority.

Specific ACGME core program requirements:

- VI.F.1. *Maximum Hours of Clinical and Educational Work per Week Clinical and educational work hours must be limited to no more than 80 hours per week, averaged over a four-week period, inclusive of all in-house clinical and educational activities, clinical work done from home, and all moonlighting. (Core)*
- VI.F.2. *Mandatory Time Free of Clinical Work and Education*
- VI.F.2. *a) Residents should have eight hours off between scheduled clinical work and education periods. (Detail)*
- VI.F.2. *b) Residents must have at least 14 hours free of clinical work and education after 24 hours of in-house call. (Core)*
- VI.F.2. *c) Residents must be scheduled for a minimum of one day in seven free of clinical work and required education (when averaged over four weeks). At-home call cannot be assigned on these free days. (Core)*
- VI.F.3. *Maximum Clinical Work and Education Period Length*
- VI.F.3. *a) Clinical and educational work periods for residents must not exceed 24 hours of continuous scheduled clinical assignments. (Core)*

GME Taskforce Approved: May 1<sup>st</sup>, 2025

GMEC Approved: June 13<sup>th</sup>, 2025

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